

SECRET

DIRECTORATE OF SCIENCE AND TECHNOLOGY

KEY DOCUMENTS  
FY 1972

1. Memorandum for Chief, Historical Staff, O/DCI, from Chief, Administrative Support Staff, DD/S&T, 2 July 1971, Subject: DD/S&T Historical Board Chairman, DD/S&T 2033-71, SECRET.
2. Memorandum for [redacted] Contracting Officer for the Directorate of Science and Technology, 1 August 1971, Subject: Delegation of Contracting Authority to the Contracting Officer for the Directorate of Science and Technology, DD/S&T 2379-71, CONFIDENTIAL. *from Ding Lige,* 25X1
3. Memorandum for Director of Central Intelligence from Deputy Director for Science and Technology, 1 November [redacted] 25X1
4. Memorandum for Support Services Staff, DDS, from Chief, Administrative Support Staff, DD/S&T, 3 February 1972, Subject: Appointment of Deputy Office Head, DD/S&T, DD/S&T 366-72, CONFIDENTIAL.
5. Memorandum, signed by Executive Director-Comptroller, William E. Colby, 1 March 1972, Subject: Research and Development, DD/S&T 624-72 (ER-72-934/1), SECRET. (Sets up Research and Development Board and Technical Coordinating Committee.)
6. Memorandum for Executive Director-Comptroller from Acting DD/S&T, Donald H. Steininger, 14 June 1972, Subject: Appointments for Directorate Information Control, DD/S&T 1812-72, CIA/IUO. (Appoints [redacted] as DD/S&T Archivist, RMO, and representative to Records Management Board.) 25X1
7. Memorandum for DDI, DDP, DDS, and Office Directors, DD/S&T, from DD/S&T, 21 June 1972, Subject: Permanent Panels, Technical Coordinating Committee, DD/S&T 1899-72, SECRET. (Establishes initial membership of nine Panels *of* under the TCC.)

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DD/S&T #2033-71

2 July 1971

MEMORANDUM FOR: Dr. Howard Ehrmann  
Chief, Historical Staff, O/DCI

SUBJECT : DD/S&T Historical Board Chairman  
and Historical Officer

Effective immediately, [redacted] Office of Scientific  
Intelligence, has been appointed Chairman of the DD/S&T Historical  
Board vice [redacted] has been  
appointed DD/S&T Historical Officer.

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[redacted]  
Chief, Administrative Support Staff  
DD/S&T

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MEMORANDUM FOR:

[Redacted]

Contracting Officer for  
the Directorate of Science and Technology

SUBJECT : Delegation of Contracting Authority to the Contracting Officer for the Directorate of Science and Technology

1. Effective 1 August 1971 you are appointed Contracting Officer for the Directorate of Science and Technology with authority to negotiate, execute, administer and settle Agency funded Directorate contracts for:

a. Research, development and engineering services.

b. Prototype or first follow-on production units of equipment previously developed, when it can be reasonably demonstrated that adequate specifications or manufacturing drawings are not available to permit competitive procurement from other than the contractor who developed the equipment.

2. You are authorized to redelegate this authority to the Chief, Special Contracting and Procurement Branch, Office of ELINT, and to the Chief, Contracting Team, Office of Research and Development, subject, however, to such limitations as you may consider appropriate. Administrative contracting authority may be redelegated by the Chief, Special Contracting and Procurement Branch, Office of ELINT, and the Chief, Contracting Team, Office of Research and Development, to those Procurement Officers approved by you provided, however, such administrative contracting authority shall not include the authority to execute changes or amendments to contracts involving increase or decrease in funds or increase or decrease in the scope of the work of the contract.

3. As a condition precedent to the exercise of the above contracting officer authority, review by the Agency Contract Review Board and approval by the Director of Logistics shall be obtained for the following proposed contract actions except that the Board may from time to time exempt specific contracts or classes of contracts from such review:

a. All proposed contracts and amendments individually exceeding \$150,000 in value.

Excluded from automatic  
downgrading and  
declassification

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SUBJECT: Delegation of Contracting Authority to the Contracting Officer  
for the Directorate of Science and Technology

3. Overrun amendments exceeding \$22,500 and also exceeding 15 percent of the original estimated cost of the contract.

4. Referrals to the Agency Contract Review Board. You may submit proposed contracts or amendments to the Agency Contract Review Board regardless of amount when, in your judgment, the action involves or might involve controversial or policy matters of such significance that prior Board review would serve the best interests of the Agency.

5. Referrals to the Procurement Division, Office of Logistics. The Chief, Procurement Division, Office of Logistics, shall be responsible for presenting to the Agency Contract Review Board those Directorate of Science and Technology procurement requests forwarded to the Procurement Division for action. In such cases you may act as precontract procurement advisor to the Directorate of Science and Technology Technical Officer, when so requested by that Office. You may also serve in a liaison capacity to the Chief, Procurement Division, Office of Logistics.

7. Referrals by the Director of Logistics. Primary procurement responsibility for the procurement requirements of each Directorate resides with those Directorate Contracting Officers specifically authorized to exercise contracting authority by the Director of Logistics in accordance with written delegations. Notwithstanding the primary responsibility of each Directorate Contracting Officer, however, the Director of Logistics may, on the recommendation of the Agency Contract Review

**SUBJECT: Delegation of Contracting Authority to the Contracting Officer for the Directorate of Science and Technology**

Board, transfer procurement responsibility between Contracting Officers in specific cases when the best interests of the Agency would be served thereby. The Agency Contract Review Board will, in every such case, carefully consider the following factors prior to recommending such action:

a. The Procurement Division, Office of Logistics, is charged with the responsibility for the procurement of all Agency-required production and supply type equipment and supplies including first follow-on production. The Procurement Division, Office of Logistics, will therefore normally undertake such procurements except as noted in paragraph 1.b.

b. The Procurement Division, Office of Logistics, is charged with primary responsibility for service contracts for maintenance, repair, modification and spare parts for all Agency equipment common to the use of two or more Directorates or major Offices thereof, including associated field engineering and techrep services.

c. The Contracting Team concept contemplates that the Contracting Officer, Technical Officer, Security Officer and Auditor will be so integrated into the technical Directorate as to best serve Directorate requirements. The Directorate Contracting Team will, therefore, automatically support the requirements of its Directorate except for those classes of procurement actions described in this delegation or when special circumstances justify alternate courses of action. Such circumstances might include:

(1) Unusual security requirements which dictate that only one Contracting Officer represent the Agency for all Directorates in a given case.

(2) Unusual business circumstances suggesting that the Directorate Contracting Officer having the predominant interest in a particular contractor should represent one or more Directorates in the contracting effort under consideration.

(3) A joint procurement funded by two or more Directorates but technically monitored by one Directorate.

SUBJECT: Delegation of Contracting Authority to the Contracting Officer  
for the Directorate of Science and Technology

8. Referrals by the Directorate Contracting Officer. When circumstances exist which dictate that a particular procurement could be more effectively accomplished by a Contracting Officer other than yourself, you may transfer such procurement action with the consent of the other Directorate Contracting Officer.

Signed: John F. Blake

JOHN F. BLAKE  
Director of Logistics

cc: DD/S  
DD/B&T  
D/Finance  
D/Security

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Approved For Release 2004/05/05 : CIA-RDP85B00803R000200060001-6

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DD/S&T#366-72  
3 February 1972

MEMORANDUM FOR: Support Services Staff, DDS

SUBJECT : Appointment of Deputy Office Head,  
DD/S&T

It is requested that an Agency Notice be published designating Dr. Donald Steininger as Acting Deputy Director for Science and Technology during the temporary absence of Mr. Carl E. Duckett, effective immediately.




Chief, Administrative Support Staff  
DD/S&T

CONCUR:  
Distribution:

2-C/AS/DD/S&T

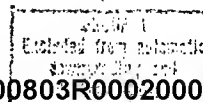
2-Registry/DD/S&T

Q-Addressee 2

  
Executive Officer/DD/S&T

Feb 3, 1972  
Date

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DD/S&T 624-72

1 March 1972

MEMORANDUM FOR : Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science  
and Technology  
Deputy Director for Support  
SUBJECT : Research and Development

Herewith a final, I hope, version of this R&D  
paper which I have informally discussed with each of you.  
I would hope you could give me your formal concurrences  
or, if essential, suggested modifications and we can put  
this to bed.

(Signed)

W. E. Colby  
Executive Director-Comptroller

Attachment

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MEMORANDUM

SUBJECT: Research and Development

1. Research and development is an inherent element of all parts of the Agency mission. Collection, analysis and production of intelligence, as well as other Agency missions, and support thereof, must be a dynamic process to overcome hostile defenses and to meet the changing needs of the times. The Agency has been responsible for a number of R&D breakthroughs; it is important that this momentum continue against the challenges of the future.

2. R&D in the Agency can directly support ongoing operations through the development of new equipment and techniques closely related to ongoing operational needs. Frequently R&D undertaken in support of one current need for operation has a multiple application. In addition to satisfying obvious requirements which can be defined with considerable precision, exploratory R&D to probe new areas which may potentially contribute to CIA's mission must be continuously and vigorously pursued.

3. Organization for R&D within CIA must reflect all of these varying needs, i.e.:

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Group 1  
Excluded from Automatic  
Downgrading and  
Declassification

a. R&D in direct support of ongoing operations calls for frequent and clear communication between the R&D elements and the elements responsible for the operational use. The operational element should exercise initiative in identifying its needs for such R&D, consulting with R&D elements as needed to select appropriate engineering approaches to satisfy these needs. Each Deputy Director may program for and implement R&D projects to support his current needs, reporting such projects to the R&D Board for review and comment as desired. In cases where a Deputy Director does not have an organic technical capability (including contracting) suitable to implement these projects, he will seek, with the assistance and consultation of the R&D Board, necessary technical support from another Directorate. When this happens, the funds will be transferred to or programmed by the implementing Directorate to conduct a program coordinated with the requirements of the requesting Deputy Director.

b. Information about R&D which may be used in multiple applications should be disseminated throughout the Agency through the R&D Board. Assignment of development responsibility to a single office or directorate, division of responsibility between offices or directorates, or the formation of a special task force from different elements for the

project may be desirable in some cases. The R&D Board should be alert for such possibilities and recommend appropriate action.

c. The DDS&T will be responsible for programming, funding and management of exploratory R&D. When the ultimate user of such R&D can be identified, the advice and counsel of this element will be sought (and in cases in which its capabilities or other factors so suggest, the project assigned to that element). Further, the R&D Board should review the advanced R&D program and make recommendations about the projects being prosecuted and suggest additional projects which should be considered.

d. Reports on all R&D activities, together with recommendations, should be made to the R&D Board periodically.

4. The Deputy Director for Science and Technology will continue to be responsible for promoting technical information exchange among all CIA components with R&D activities and for appraising the Director of the overall health of Agency R&D. He will also regularly identify and report to the Director serious technical gaps or program redundancies and any instances where, in his opinion, available technology could be better used to improve operations or fulfill Agency needs. In such cases he will, in consultation with the other Deputies,

recommend corrective action and, when appropriate, the establishment of task forces for special interdirectorate projects.

5. To assist the DDS&T in fulfilling these responsibilities, a CIA Research and Development Board will be established as follows:

Chairman:	DD/S&T
Deputy Chairman:	ADD/S&T
Members:	ADDI, ADDP, ADDS
Secretary:	QPPB

Technical Assistants to Board Members (nonvoting):  
As needed. The Board will report to the Director through the Executive Director-Comptroller. Minority opinions will be forwarded with the Chairman's comments. The Board will make a semiannual report of R&D in the Agency, with recommendations as to:

- a. Important new R&D needs;
- b. Comments on the Agency's R&D program, in the three categories listed above;
- c. Dissemination of R&D accomplishments.

The R&D Board will also recommend the formation of task forces as needed, with representatives from different directorates as required, to work on particular R&D projects or to carry out projects which require especially close coupling between the engineer and the operator.

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6. Under the R&D Board, there will be established a Technical Coordinating Committee, chaired by a representative of the DDS&T, with membership determined by each Deputy to represent his interests. This committee will be a mechanism by which the DDS&T fosters technical exchange, coordinates programs and surfaces gaps, redundancies and other special problems and drafts periodic reports to the Director for consideration by the R&D Board. Directorate Technical Representatives on this Committee will speak for the Directorate or arrange access to appropriate officers who can respond to technical and operational problems arising between Directorates.

7. Reporting on R&D will be organized as follows. Each R&D project will be separately identified, and the following reports on the project submitted to the R&D Board:

- a. Category (see above);
- b. Articulated need, if any; or rationale;
- c. Field (audio surveillance, agent commo, photo satellite collection, behavioral science, model analysis, administrative support, etc.);
- d. Funding;
- e. Results;
- f. Responsible office, with coordinating offices or task force;

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g. Related responsibilities (e.g., development of delivery procedure or system for sensor device), with responsible offices indicated.

The R&D Board will review and summarize these reports in its semiannual report to the Director.

8. Especially sensitive projects may be handled outside the above procedure at the discretion of the Deputy Director concerned with the approval of the Director of Central Intelligence.

9. R&D projects managed by CIA but using other-agency funding will be handled within the above procedure to the extent feasible.

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14 JUN 1972  
DD/S&T#1812-72

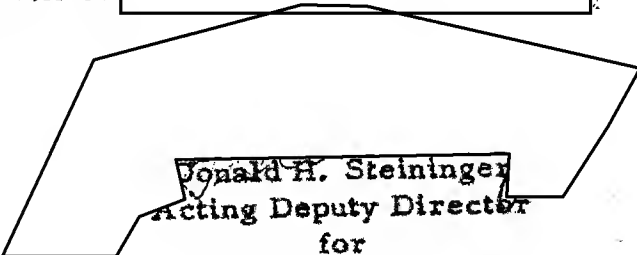
MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Appointments for Directorate  
Information Control

REFERENCE : Executive Director-Comptroller's  
Memo, dated 12 June 1972

STAT  will serve as the Directorate's  
part-time Archivist, Records Management Officer and  
representative to the Records Management Board. His  
technical assistant will be

STAT  
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Donald H. Steininger  
Acting Deputy Director  
for  
Science and Technology

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DD/S&T# 1877-72

21 June 1972

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Support  
Office Directors, Directorate of Science  
and Technology

SUBJECT Permanent Panels, Technical Coordinating  
Committee

1. This supplements my memorandum of the same subject dated 26 May by establishing nine additional Panels of the Technical Coordinating Committee. Under the guidance of the Technical Coordinating Committee, the Panels will maintain a continuous overview of the area assigned to them and will be prepared at any time to produce for the Committee and the R&D Board, a comprehensive status report of their area of responsibility, including:

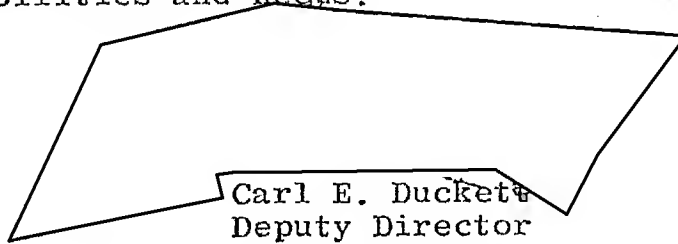
- A. A statement of long-range technical objectives.
- B. An inventory and assessment of current capability within the Agency.
- C. An inventory of on-going and programmed R, D & E programs.
- D. An evaluation of the adequacy of these programs to include:
  - (1) Existing technologic opportunities which should be but are not currently funded or programmed.
  - (2) Limiting technologic gaps for which no solution is currently foreseen.
  - (3) Identification and explanation of desirable redundancies which may exist in the program.
  - (4) Identification of programs which are unnecessarily duplicative.
  - (5) Identification of policy, political or internal organizational problems, which limit the effectiveness of the program.
- E. Recommended actions and programs.

2. I would like the first report from each of these Panels submitted to the Chairman of the TCC by 28 July 1972. Thereafter the Panels should maintain an updated copy of their status report in the office of the Technical Coordinating Committee chairman.

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3. I will look forward to the cooperation and support of your operating elements as these Panels seek their help in defining our capabilities and needs.

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Carl E. Duckett  
Deputy Director  
for  
Science and Technology

Attachment  
List of Panel Membership

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26 May 1972  
DDS&T-1533-72

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Support  
Office Directors, Directorate of Science  
and Technology

SUBJECT: Permanent Panels, Technical Coordinating  
Committee

1. With the concurrence of the Research and Development Board, I herewith establish the following groups as permanent panels of the Technical Coordinating Committee. Under the guidance of the Technical Coordinating Committee, the Panels will maintain a continuous overview of the area assigned to them and will be prepared at any time to produce for the Committee and the R&D Board, a comprehensive status report of their area of responsibility, including:

- A. A statement of long-range technical objectives.
- B. An inventory and assessment of current capability within the Agency.
- C. An inventory of on-going and programmed R, D & E programs.
- D. An evaluation of the adequacy of these programs to include:
  - (1) Existing technologic opportunities which should be but are not currently funded or programmed.
  - (2) Limiting technologic gaps for which no solution is currently foreseen.
  - (3) Identification and explanation of desirable redundancies which may exist in the program.
  - (4) Identification of programs which are unnecessarily duplicative.
  - (5) Identification of policy, political or internal organizational problems, which limit the effectiveness of the program.

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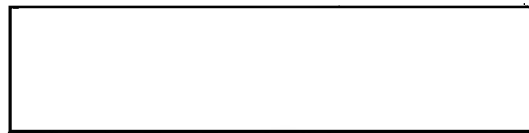
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SUBJECT:

E. Recommended actions and programs.

2. I would like the Panels to maintain an updated copy of their status report in the office of the Technical Coordinating Committee chairman.

3. I will look forward to the cooperation and support of your operating elements as these Panels seek their help in defining our capabilities and needs.



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Carl E. Duckett  
Deputy Director  
for  
Science and Technology

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